**THE CHARTER SCHOOL NORTH DULWICH**

**ASSISTANT HEADTEACHER  - JOB DESCRIPTION**

**Post Title: Assistant Headteacher (AHT)**

**Salary/ Grade: Leadership Group Spine L12-16**

**Reporting to: The Head of School**

**Liaising with: Senior Leadership Team, Academic and Pastoral Leadership Teams, Subject Leaders, the Local Governing Body and Trust Board, external agencies including Local Authority representatives and parents.**

**Working time: Full time as specified within the STPCD**

**Line Managed by: Deputy Headteacher Pastoral**

We are seeking a dedicated and committed safeguarding professional to join our school as the Designated Safeguarding Lead (DSL). The successful candidate will be responsible for leading and managing the school’s safeguarding and child protection policies and procedures, liaising with various external agencies, advising and supporting other members of staff on all safeguarding-related matters including mental health, and ensuring the welfare and safety of all our students.

**Purpose and core responsibilities:**

To assist the Headteacher in ensuring the achievement of the highest possible educational standards and attainment, through design and delivery of an outstanding, comprehensive and engaging Student Services programme across the school.

This will be achieved through the strategic and operational leadership of the core areas of :

* Student Services, including dual roll and vulnerable students.
* Safeguarding
* Mental Health and Wellbeing
* Staff training on Inclusive provision, focused on strong staff-student relationships

The role will work closely with the Assistant Headteacher for Student Behaviour, the Assistant Headteacher for Personal Development and the Assistant Headteacher for SEND Provision to align priorities, goals and implementation, enabling all students to achieve educational success. The role is line managed by the Deputy Headteacher Pastoral, who will quality assure work and ensure alignment of Assistant Headteacher work for maximum positive impact for students.

As part of the school senior leadership team and under direction of the Headteacher a core responsibility will be to deliver outstanding student interventions. As a senior leader, modelling outstanding practice is paramount to the role.

Visible leadership through school duties, behaviours support, stakeholder engagement and a collaborative approach within the senior leadership team, is an essential responsibility for all Assistant Headteachers.

**Role Responsibilities**

**Key Responsibilities:**

* Develop, implement, and review the school's safeguarding policies and procedures in line with current legislation and guidance.
* Act as the main point of contact for all staff, students, parents, and external agencies regarding safeguarding concerns.
* Train and support staff in understanding their roles and responsibilities in safeguarding and promoting the welfare of students.
* Ensure accurate record-keeping of all safeguarding concerns and actions taken on our CPOMS system.
* Lead on referrals to social services and other external agencies.
* Conduct risk assessments and manage cases of suspected abuse or neglect.
* Work collaboratively with external agencies, including social services, the police and other voluntary agencies, to safeguard students.
* Promote a safe and inclusive school environment where students feel secure, are encouraged to talk, and are listened to.
* Keep up to date with the latest safeguarding trends, issues, and legislation, and disseminate information to staff as appropriate.
* Attend and contribute to child protection conferences and multi-agency meetings.

**Further detail on key elements of the role:**

**Managing Referrals**:

* Refer cases of suspected abuse to the local authority children’s social care using the identified threshold levels.
* Support staff who make referrals to local authority children’s social care.
* Refer cases to the Channel programme where there is a radicalisation concern.
* Refer cases where a crime may have been committed to the police.
* Keep detailed, accurate and secure written records of concerns and referrals on CPOMS.
* Escalate cases where children are not effectively safeguarded by the local authority.

**Working with staff and other agencies**

* Ensure staff can access and understand the school’s child protection and safeguarding policy and procedures (especially, part time staff, contractors).
* Act as a source of support, advice and expertise for all staff and in particular the Deputy Designated Safeguarding Leads (DDSLs).
* Understand the assessment process for providing early help and intervention for all the local authorities the school works with.
* Attend and contribute to child protection case conferences effectively when required.
* Have the overall responsibility for the welfare of CLAs
* Meet all Year Leader DDSLs regularly to systematically track and monitor the children most at risk in each year group.
* Attend meetings with senior members of staff where the most vulnerable students are discussed and cases escalated where appropriate.
* Develop and maintain links with other agencies that we can refer students to for additional support.

**Training**

* Update all essential training to develop and maintain the knowledge and skills required to carry out the role (Level 3 DSL training, Filtering and Monitoring training, Harmful Sexual Behaviour Training).
* Undergo Prevent training and be able to:
* Support the school in meeting the requirements of the Prevent duty
* Provide advice and support to staff on protecting children from the risk of radicalisation
* Undergo training on female genital mutilation (FGM) and be able to:
* Provide advice and support to staff on protecting and identifying children at risk of FGM
* Report known cases of FGM to the police, and help others to do so
* Refresh knowledge and skills on an ongoing basis to remain up to date with any

developments relevant to the role

* Lead training on safeguarding issues to all staff and, where needed, students.

**Raising awareness**

* Ensure the school’s child protection policies are known, understood and used appropriately.
* Work with the Charter School Trust to ensure the school safeguarding policy and the child-on-child policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly in line with priorities identified by Charter North Dulwich.
* Ensure the safeguarding policy is available and easily accessible to everyone in the school community, including staff and parents.
* Provide regular safeguarding training for all staff at the school, including contractors, and ensure all staff read and understand the newest version of Keeping Children Safe in Education.
* Develop links with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
* Share the specific needs of vulnerable children, those with special educational needs, young carers, etc. With staff.
* Ensure staff are aware who the most vulnerable students are in the school.
* Encourage a culture of listening to children, ensuring that children’s feelings are heard where the school puts measures in place to protect them.

**Other areas of responsibility**

* Where children leave the school, ensure the secure transfer of their child protection file to their new school as soon as possible, separately from the main pupil file.
* Monitor the single central record and ensure it complies with all relevant legislation.
* Undertake the annual safeguarding/prevent/on-line safety audits.
* Provide regular safeguarding reports to the governing body.
* Take overall responsibility for the filtering and monitoring systems.
* Be available during school hours for staff, students and parents to discuss any safeguarding concerns.

**General:**

**Leadership and Management**

* To share responsibility for the management of the school and to contribute to the

consultative and decision-making processes including the formulation of aims and objectives.

* To fully support whole school policy decisions, contribute to their establishment and

initiation and sustain their implementation and review.

* To actively promote the school and liaise with outside agencies as necessary,

representing the Headteacher, the school or the Trust as appropriate.

* To contribute to discussions and decisions at Senior Leadership Team meetings.
* To offer information, advice and perspective to the Local Governing Body and the Trust Board and to any legitimate external enquiry/evaluation as required.
* To communicate and consult with staff, students, parents and members of the local

community as necessary.

* To manage staff and resources, ensuring that policies and procedures are adhered to.

**School Vision and Values**

* To maintain a presence around the school to ensure that the highest standards of behaviour

and site-usage are upheld, to contribute to the overview and review of student behaviour

and to participate in the regular whole-school supervisory duties fulfilled on a scheduled basis by the Senior Leadership Team.

* To be active in issues of staff and student welfare and support.
* To demonstrate a commitment to Equality of Opportunity for all members of the school’s

Community.

**Teaching and Learning**

* To identify strategies for raising the attainment of students and to work towards these

identified and agreed goals.

* To support the training and development of teaching and relevant support staff so as to improve the quality of teaching and implement the aims of the Teaching and Learning Policy.
* To use regular assessments to monitor progress and set targets, and respond accordingly to

the results of such monitoring.

* To ensure that all pupils achieve at a minimum of chronological age level or, if well below level, make significant and continuing progress towards achieving at an appropriate level
* To maintain a teaching timetable, modelling outstanding practice in terms of classroom

teaching, preparation, marking and assessment.

**Other**

* To undertake and, when required, deliver or be part of the appraisal system and relevant

training and professional development

* To undertake any other responsibilities as directed by the Headteacher.

**Note** – this role can be filled by a teaching or non-teaching postholder. In the instance that the postholder is not a qualified teacher the official contracted role will be that of Assistant Head of School, however in day to day practice, for parity they will be referred to as Assistant Headteacher

**Person Specification**

**Qualifications**

* Educated to at least degree level with a relevant professional qualification in education, social work, or a related field.
* Extensive experience of safeguarding and child protection whether in an educational setting, social services or other agency.
* Successful leadership and management experience in a school or other relevant organisation.
* Thorough knowledge of current safeguarding legislation, guidance, and best practices and how they apply to a school setting.
* Proven ability to communicate effectively and build relationships with a diverse range of individuals.
* Awareness of a range of national agencies that provide support for children and their families.
* Experience of handling sensitive information confidentially and with discretion.
* Excellent organisational and record-keeping skills with rigorous attention to detail.
* Experience of implementing and encouraging, through training, good safeguarding practice throughout a large team of people.
* Demonstrable evidence of developing and implementing strategies that have helped children and their families.
* Commitment to ongoing professional development in safeguarding.
* Excellent IT skills.

**Desirable:**

* Experience in delivering training or workshops on safeguarding topics.
* Knowledge of the local area and its safeguarding resources and networks.

**Leadership**

* Ability to work in close harmony with the senior and Middle Leaders
* Effective management style that encourages participation, innovation and confidence
* Ability to lead, coach and motivate staff within a performance management framework,

including professional development and effective management of underperformance

* Ability to develop the leadership skills of others
* Strong interpersonal, written and oral communication skills
* Takes personal responsibility for their own actions
* Genuine passion and a belief in the potential of every student
* Commitment to the safeguarding and welfare of all students.

**Vision and strategy**

* Vision aligned with TCSET’s high aspirations and high expectations of self and others
* Understands how to set high aspirations and effective strategies for key stages and year

groups within the overall school, including the leadership of curriculum, learning, administration, finance and communication

* Clear understanding of the strategies to establish consistently high standards of behaviour

in an urban school and commitment to relentlessly instilling these strategies.

* Strong organisational skills and ability to delegate
* Use of data to inform and diagnose development areas that need addressing.

**Leading External Relationships**

* Can skillfully manage and maintain effective working relationships with parents and other

stakeholders.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training

*The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and young people in our schools.*

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the Governing Body. 

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

 This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Headteacher.  The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the postholder.

All staff must participate in the school’s Appraisal process.

*The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.*

*The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.*

*We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.*